

State of California
M e m o r a n d u m

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Date: January 10, 2013

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Subject: New Outside Employment Reporting Requirement for Unit 3 Employees

On September 18, 2012 the CSU Board of Trustees ratified the successor CSU-CFA Collective Bargaining Agreement for immediate implementation. The Collective Bargaining Agreement includes a new requirement for full-time faculty unit employees to report outside employment that is expected to exceed 110 hours in an academic quarter for academic year faculty, or outside employment (non-Cal Poly employment) that exceeds 120 hours per three-month period for faculty holding 12-month appointments. A fillable version of the required Outside Employment Disclosure Form is available on the Academic Personnel website at the following URL:

<http://www.academic-personnel.calpoly.edu/content/forms>

The reporting of outside employment will be implemented campus wide at the start of the Winter quarter 2013. Academic Personnel will notify all full-time faculty at the beginning of each academic term and reporting period of their requirement to report outside employment. Full-time faculty members that meet the reporting requirement must submit the completed Outside Employment Disclosure Form within thirty days of the commencement of the term or three-month period. They will be instructed to submit the form directly to their dean or appointing authority for inclusion in their Personnel Action File. Please provide a copy of any forms you receive to Academic Personnel before filing. Feel free to contact Al Liddicoat, aliddico@calpoly.edu if you have any questions regarding the implementation of the new outside employment reporting requirement.

Collective Bargaining Agreement Article 35 Outside Employment

35.3 In addition to the requirements of 35.2 above, all full-time faculty unit members shall be required to provide a written statement to the appropriate administrator of all outside employment, where such outside employment is expected to amount to more than

- i. 160 hours per semester for faculty holding academic year or ten (10) month appointments at a semester campus.*
- ii. 110 hours per quarter for faculty holding academic year or ten (10) month appointments at a quarter campus.*
- iii. 120 hours per 3 month period for faculty holding twelve (12) month appointments.*

Written statements shall be submitted using the form at Appendix H and shall be provided to the appropriate administrator within 30 days of the commencement of the semester, quarter, or three (3) month period during which the outside employment is to be undertaken. For faculty holding twelve (12) month appointments the quarter dates for the purposes of reporting shall be July 1; October 1; January 1; and April 1.